



# NARA COVID-19 Response

## **Fact Sheet #8, version 14: Isolation and post-exposure protocols**

June 1, 2023

*This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This fact sheet has been updated to allow an employee to stop wearing a face covering fewer than 10 days after a positive COVID-19 test result or experiencing symptoms if they have completed their isolation period, are not experiencing symptoms, and receive two negative COVID-19 test results 48 hours apart. This version supersedes all previous versions of this guidance.*

**Information regarding persons who have reported positive COVID-19 test results, COVID-19 symptoms, or close contact with someone with COVID-19 must be treated as personally identifiable information (PII).**

**1. Summary of requirements.** This paragraph provides a quick reference for the requirements outlined in this Fact Sheet. Detailed guidance on each action is provided throughout this document.

- a. Report all COVID-19 positive test results, symptoms, or close contacts. All employees and contractors are required to report any time they receive a positive COVID-19 test result, experience COVID-19 symptoms, or have a known close contact with someone who has tested positive for COVID-19. Designated Officials, supervisors, and Contracting Officer's Representatives (COR) must be prepared to collect and forward employee and contractor reports for action.
- b. Keep sick individuals at home. Employees and contractors who report a positive COVID-19 test result or COVID-19 symptoms must be placed on isolation for at least five days. Individuals who report a close contact with someone else who tested positive for COVID-19 must wear a face covering for the next 10 calendar days, but will not be required to isolate if they do not experience symptoms or test positive for COVID-19.
- c. Notify close contacts in the workplace. If the sick person has been in the facility in the two days before their positive COVID-19 test result or symptoms, or in the five days after the original close contact, the Designated Official must identify anyone who had a close contact with that person in the facility during that period. Any known close contacts in the workplace must wear a face covering while in a NARA facility for the next 10 full days after the date of close contact.

- d. Clean the facility to limit potential spread. If a sick person has been in the facility in the 24 hours before the date they report a positive COVID-19 test result or symptoms, the Designated Official will close and clean affected areas of the facility. The Designated Official does not need to arrange for additional cleaning if it has been more than 24 hours since the sick person has been in the facility or when an individual reports a close contact with someone outside the facility.
- e. Notify facility occupants of the potential exposure. If the sick person has been in the facility in the last seven days before the date they report a positive COVID-19 test result or symptoms, the Designated Official will notify all employees who are assigned to the facility of a potential exposure. CORs will notify contractors who were in the facility in the seven-day period. Research room staff will notify researchers who were in the facility only if the sick person worked in the research room or otherwise would have encountered researchers in the course of their assigned duties. Notifications are no longer required if someone reports a close contact outside of work.
- f. Notify State or local public health officials, as appropriate. The Designated Official must report any potential workplace exposure to state or local public health departments, if and to the extent required by state or local public health orders.
- g. Record and report applicable workplace exposures as occupational illnesses. NARA employees must report to [NARAHR@fiscal.treasury.gov](mailto:NARAHR@fiscal.treasury.gov) any time they test positive for COVID-19 while employed in Federal service if their positive test is attributable to a specific event or factor of their employment that occurred while the employee was performing their job duties. ARC will determine whether the employee is eligible to file a claim for workers compensation or whether NARA should record their illness on NARA's OSHA Injury and Illness Log.

## **2. Report all COVID-19 positive test results, symptoms, or close contacts.**

- a. All NARA employees and contractors are required to report to their supervisor (for employees) or COR (for contractors) if they receive a positive COVID-19 test result, experience COVID-19 symptoms, or have had a known close contact with someone else who has tested positive for COVID-19. Individuals must report this information regardless of vaccination status and regardless of whether they are working on-site or teleworking. A close contact occurs any time one person is within 6 feet of another person for a total of 15 minutes over a 24-hour period. A "known" close contact occurs when an employee is notified that a person they have had a close contact with has tested positive or otherwise has confirmed COVID-19; a general communication notifying a general group (e.g. all facility occupants or all event attendees) that someone present at the facility or event had COVID-19 is not a "known" close contact.
- b. **Do not come to work if you are sick or have tested positive for COVID-19.** Report positive COVID-19 test results or COVID-19 symptoms to your supervisor or COR by telephone, text, or email.

c. When an employee or contractor reports that they have received a positive COVID-19 test result or are experiencing COVID-19 symptoms, the supervisor (for an employee) or COR (for a contractor) should immediately attempt to determine the following information and record the answers:

- i. What is the date you tested positive (specimen collection date) or first started experiencing symptoms, or had a known close contact with someone who tested positive for COVID-19?
- ii. What is the last day you were in the facility?
- iii. If the individual reports a positive COVID-19 test result or COVID-19 symptoms and was in the facility in the *last two days before* they tested positive or first experienced symptoms, then ask:
  - (1) Where did you spend most of your time in the facility in the two days before you tested positive or first felt ill?
  - (2) In the two days before you tested positive or first felt ill, was there anyone else in the facility who you were within 6 feet of for a total of 15 minutes or more over a 24-hour period?

d. Once collected, this information must only be used and disclosed for the purpose and in the manner described in this document. All information collected in paragraph 1c, above, relates to the health status of both the sick or exposed person and any other employees or contractors who were exposed to that person. This information must be treated as PII and protected from disclosure.

e. To the greatest possible extent, this information should be collected at the time the test result or symptoms are first reported.

- i. The supervisor should attempt to collect this information at the time the employee first reports their test result or symptoms. The COR should collect this information when a contractor employee or their project manager reports the test result or symptoms.
- ii. If the information is not gathered immediately, the supervisor, COR, or Designated Official must make at least one additional attempt to collect the information.
- iii. If the individual does not respond, refuses to provide the requested information, or is incapable of providing the information, the supervisor, COR, or Designated Official should make a record of their attempt(s) to contact the individual and discontinue further attempts to gather contact information.

**3. Keep sick individuals away from the workplace.**

- a. When a NARA employee or contractor reports a positive COVID-19 test result or COVID-19 symptoms, the supervisor (for employees) or COR (for contractors) will isolate the employee, following the table below.
- b. When a NARA employee or contractor reports a known close contact with someone else who tested positive for COVID-19, the supervisor or COR will direct the individual to wear a face covering at all times in NARA facilities for the next 10 calendar days and follow all other protocols for a close contact described in the table below.
- c. If, at any time, an individual experiences COVID-19 symptoms or tests positive for COVID-19, the supervisor or COR will apply the procedures for isolation, regardless of other circumstances or conditions.
- d. A NARA employee who is not experiencing symptoms may telework or may be granted weather and safety leave during the isolation period, according to NARA leave policy. An employee who is experiencing symptoms must take sick (or other personal) leave. A contractor employee must follow their employer's telework or leave policy.
- e. A NARA employee who obtains a COVID-19 test after a known close contact in the NARA workplace is entitled to up to one hour of duty time to obtain a COVID-19 test, as well as reimbursement for the cost of the test and reasonable travel costs to obtain the test, according to the procedures and limitations in [COVID-19 Fact Sheet #12, COVID-19 testing program](#).

Status:	Required action:
<b>Isolate individuals who test positive or are experiencing symptoms.</b>	
Employee or contractor has tested positive for COVID-19 but does <u>not</u> experience symptoms of COVID-19.	<p><b>The individual is not permitted to enter any NARA facility for at least five full calendar days</b>, beginning the day after the specimen date of the positive test ("isolation"), <i>regardless of vaccination status</i>. Employees are not permitted to conduct official business travel for this period.</p> <p>An employee or contractor who never experiences COVID-19 symptoms may return to work and employees may conduct official business travel after five full calendar days after the date of the COVID-19 test.</p> <p>For the next 10 calendar days after testing positive, the individual must:</p> <ul style="list-style-type: none"><li>• Monitor themselves for COVID-19 symptoms;</li><li>• Wear a face covering at all times while in NARA facilities;</li><li>• Avoid eating and drinking around others;</li><li>• Avoid dining facilities, gyms, and other areas of the facility</li></ul>

Status:	Required action:
	<p>where they may be unmasked around others; and</p> <ul style="list-style-type: none"> <li>• Avoid being around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p>An individual may stop wearing their face covering after fewer than 10 days if they have completed the isolation period, are symptom-free, and receive two sequential negative COVID-19 tests 48 hours apart.</p>
<p>Employee or contractor experiences symptoms of COVID-19 <u>at any time</u>.</p>	<p><b>The individual is not permitted to enter any NARA facility for at least five calendar days</b>, beginning the day after the employee first experienced symptoms, <i>regardless of vaccination status</i>. Employees are not permitted to conduct official business travel for this period.</p> <p>An individual who is placed on isolation due to COVID-19 symptoms or who experiences symptoms <i>after</i> being placed on isolation may return to work and employees may conduct official business travel on the first work day after the date that all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>(a) At least five calendar days have passed since they first experienced symptoms; <b>and</b></li> <li>(b) At least 24 hours have passed since their fever is resolved without the use of fever-reducing medication; <b>and</b></li> <li>(c) Other COVID-19 symptoms are improving. (Per the CDC, loss of taste and smell may persist for weeks after recovery and should not, by themselves, delay the end of isolation.)</li> </ul> <p>For the next 10 full calendar days after they first experienced symptoms, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities;</li> <li>• Avoid eating and drinking around others;</li> <li>• Avoid dining facilities, gyms, and other areas of the facility where they may be unmasked around others; and</li> <li>• Avoid being around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p>An individual may stop wearing their face covering after fewer than 10 days if they have completed the isolation period, are symptom-free, and receive two sequential negative COVID-19 tests 48 hours apart.</p>

<b>Status:</b>	<b>Required action:</b>
Employees and contractors experienced moderate or severe COVID-19 illness or have a weakened immune system.	An employee or contractor who is moderately or severely ill with COVID-19 or who has a weakened immune system will be placed on isolation for at least 10 calendar days, beginning the day after a positive COVID-19 test result or the day after symptoms first appeared. Individuals who are severely ill or who have weakened immune systems should consult with their health care provider before returning to work.
<b>Individuals can continue to work after a known close contact, with a face covering, and as long as they don't experience symptoms or test positive</b>	
Employee or contractor has a known close contact with someone who has tested positive for COVID-19 <b><u>and</u></b> the employee or contractor...  ...has <b><u>not</u></b> tested positive for COVID-19 within the last 30 days...  regardless of vaccination status.	<p><b>Do not quarantine if the individual does not experience symptoms.</b> Official business travel is not restricted after a close contact. For the 10 calendar days after the close contact, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities;</li> <li>• Avoid eating and drinking around others;</li> <li>• Avoid crowds and physically distance from others when around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p><b>If the employee or contractor is needed onsite or will have contact with the public in their official duties in the 10 days after the close contact, they <u>must</u> take a COVID-19 test at least five full calendar days after the close contact.</b></p> <p>(a) If the individual tests negative, they can continue to work in the workplace.</p> <p>(b) If the individual tests positive for COVID-19 or experiences symptoms at any time after the close contact, immediately isolate the individual, following the procedures for isolation, above. The isolation period begins the day after the date the individual first experiences symptoms or tests positive, <b><u>not</u></b> the date of the close contact.</p>
Employee or contractor has a known close contact with someone who has tested positive for COVID-19 <b><u>and</u></b> ...	<p><b>Do not quarantine if the individual does not experience symptoms.</b> Official business travel is not restricted after a close contact. For the 10 calendar days after the close contact, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities;</li> <li>• Avoid crowds and physically distance from others when around others who they know are at high risk for severe disease from</li> </ul>

<b>Status:</b>	<b>Required action:</b>
the employee or contractor has tested positive for COVID-19 within the last 30 days...  regardless of vaccination status.	COVID-19.  If the individual experiences symptoms at any time after the close contact, immediately isolate the individual, following the procedures for isolation, above. The isolation period begins the day after the date the individual first experiences symptoms, <u>not</u> the date of the close contact.

#### **4. Notify close contacts in the workplace.**

- a. If the sick person has been in the facility in the two days before their positive COVID-19 test result or symptoms, the Designated Official must identify anyone who had a close contact with that person in the facility during that period (i.e., the individual's response to the questions at 1.c.iii, above). The Designated Official, supervisor, or COR, as appropriate, will direct any known close contacts in the workplace to follow the appropriate guidance in the table in paragraph 3, above.
- b. The Designated Official, supervisor, or COR may, at their discretion, apply the procedures in paragraph 3, above, to any other employee or contractor (not named by the sick person) who was within 6 feet of the sick person for a total of 15 minutes or more in a 24-hour period, during the covered period (two calendar days before the positive test or symptoms).

#### **5. Clean the facility to limit potential spread.**

- a. If the sick person has not been in the facility in the 24 hours prior to reporting a positive COVID-19 test result or symptoms, the facility does not need to be cleaned, regardless of when the employee or contractor tested positive or first experienced symptoms. The facility also does not need to be cleaned if a NARA employee or contractor reports a known close contact with someone outside the facility.
- b. If the sick person has been in the facility in the 24 hours prior to reporting, the Designated Official must ensure the following actions are taken.
  - i. As soon as practicable, close off the areas of the facility that the person entered, visited, or worked in when they were last onsite.
  - ii. If feasible, close off the areas that the person spent the most time in (i.e. the employee's response to the question at 1.c.iii(1), above) for 24 hours

prior to cleaning.

- iii. Arrange for the custodial contractor to disinfect those areas using NARA's scope of work – *NARA Deep Cleaning and Disinfecting 04072020*.

c. If the sick person has been in records or artifact storage space in the 24 hours prior to reporting, the Designated Official must coordinate with the supervisor to ensure the following actions are taken.

- i. Close all stacks or bays in which the sick person last worked until the high-touch areas and equipment can be cleaned and impacted records can be closed, if needed, as described in the next three paragraphs.
- ii. Use an approved disinfectant to wipe down all high touch areas of the stack or bay (e.g. door handles, control panels for moveable shelves), as well as any carts, long johns / streamliners, pallet jacks, ladders, and any other material handling equipment used by the sick person.
- iii. For textual records: If the sick person handled any boxes or textual records, do not allow other employees to handle those boxes or records for three calendar days from the last handling by the sick person. Close off and mark the individual compartment(s) or row(s), as appropriate, containing the materials and mark with signage.
- iv. For artifacts, items in cold storage, or special media: Please consult with the Preservation Programs Division (RX).

## **6. Notify facility occupants of the potential exposure.**

a. If the sick person has not been in the facility in the seven calendar days prior to reporting to the supervisor or COR, facility occupants do not need to be notified of a potential exposure, regardless of when the individual tested positive or first felt symptoms. Facility occupants do not need to be notified if an individual reports a known close contact outside of the workplace.

b. If the sick person has been in the facility in any of the seven calendar days prior to reporting, the Designated Official must notify facility occupants of the potential exposure as follows:

- i. The Designated Official will send an email to all NARA employees assigned to the facility.
- ii. The Designated Official will ensure that all CORs notify the vendor(s) if any contractor employees who were in the facility in the same seven calendar day period.



- iii. If the sick person worked in the research room or otherwise would have encountered researchers in the course of their assigned duties, the Designated Official will ensure that research room staff notify any researchers who were in the facility in the same seven calendar day period.
- iv. All notifications must protect the identity of the sick person. A sample notification is provided at the end of this document.

**7. Notify State or local public health officials, as appropriate.**

- a. The Designated Official will report any potential workplace exposure to state or local public health departments (LPHD), if and to the extent required by state or local public health orders. Different states, counties, and cities have established their own rules for what employers are required to report when a building occupant reports a positive COVID-19 test result, COVID-19 symptoms, or a known close contact with someone who has COVID-19. The Designated Official fulfills NARA's responsibilities for employer reporting to LPHDs.
- b. Designated Officials should coordinate with LPHDs in advance, in order to understand local COVID-19 reporting requirements before a potential exposure occurs. Not all jurisdictions require employer reporting: Some LPHDs only collect information from health care providers; in other jurisdictions, privacy laws limit the employer's involvement in reporting employee health information.
- c. Designated Officials should not coordinate or report potential workplace exposures for state workers' compensation programs. Designated Officials should only report potential exposures to LPHDs.

**8. Record and report applicable workplace exposures as occupational injury or disease.**

- a. All NARA employees must report to NARA's human resources shared services provider, the Department of the Treasury, Bureau of the Fiscal Service, Administrative Resource Center (ARC) at [NARAHHR@fiscal.treasury.gov](mailto:NARAHHR@fiscal.treasury.gov) any time they test positive for COVID-19 while employed in Federal service if their positive test is attributable to a specific event or factor of their employment that occurred while the employee was performing their job duties.
- b. ARC will determine whether the employee is eligible to file a claim for workers compensation with the Department of Labor (DOL), Office of Workers Compensation Programs (OWCP) due to occupational injury (Form CA-1) or occupational disease (Form CA-2). ARC will also determine whether NARA should record the illness on the facility's Injury and Illness Log with the DOL, Occupational Safety and Health

Administration (OSHA) (NA Form 6054). ARC will supply forms to the employee and their supervisor and will assist them in completing the CA-1 or CA-2. NARA's Security Management Division (BX) will assist employees and supervisors in completing the NA Form 6054, and using the information in the NA Form 6054 to record the illness in the OSHA Injury and Illness Log, OSHA Form 300, for the employee's facility. BX can be contacted at [safety@nara.gov](mailto:safety@nara.gov) for assistance.

c. NARA is required to record all positive COVID-19 test results from NARA employees in NARA's OSHA Injury and Illness Log for each facility in each case that meets all of the conditions listed below. Employees are expected to provide timely and complete reports on their workplace illness when required, to the extent that they are able. If an employee cannot complete the report, their supervisor is responsible for completing the report to the best of their knowledge. The Designated Official is responsible for ensuring that an NA Form 6054 is submitted for all positive tests reported through the contact tracing procedure that meet the criteria below, and for recording the information in the facility Injury and Illness Log.

- i. The employee must have a "confirmed case", meaning that the COVID-19 test was a viral test, conducted by a health care professional, and confirmed by a laboratory.
- ii. The confirmed case must be work-related, as defined by OSHA in 29 C.F.R. § 1904.5. In general, if an employee who is working onsite tests positive after a workplace exposure, their case will be presumed to be work-related if their illness can be attributed to a specific event or employment factor that occurred while the employee was performing their job duties. A teleworker must prove their positive test is related to the performance of work and not due to the general home or community environment.
- iii. The confirmed case must involve one or more relevant recording criteria established by OSHA in 29 C.F.R. § 1904.7. A positive COVID-19 test result involves a recording criterion if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. A case must also be recorded if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in any of the other recording criteria.

d. NARA employees may be entitled to compensation under the Federal Employees Compensation Act (FECA) if they were diagnosed with COVID-19 while carrying out their duties as a Federal employee. Employees must contact ARC at [NARAHHR@fiscal.treasury.gov](mailto:NARAHHR@fiscal.treasury.gov) in order to file a claim.

**9. Sample notification message.**

Dear Colleagues:

As the Designated Agency Official for the [location], I am sending this email to inform you that an occupant of our building recently tested positive for COVID-19. The individual tested positive on [date], but has not been in the building since [date]. This notification is being sent to all employees assigned to [location], regardless of whether you were in the facility or not.

The infected individual's movement in the building was primarily limited to [define if possible or whole building].

I am providing this for your information. You have not been identified as having close contact with this individual so there is no need to self-isolate or take other protective measures. In the event you display any COVID-19 symptoms, please let me know, and you should reach out to your medical provider for guidance as deemed appropriate by them.

If you have questions about this notice, please contact [yourself or someone you may delegate to]

**10. Sample script for notifying a close contact in the workplace.**

Dear [Contact Name], You were identified as having had contact with a person who has tested positive for COVID-19 or experienced symptoms of COVID-19 while in our facility.

If you are experiencing COVID-19 symptoms:

You are required to isolate, away from the workplace, for at least the next five calendar days or until your fever has resolved and your symptoms begin improving, whichever is later. You must take sick leave for any period you are experiencing symptoms while on isolation.

If you experience symptoms now or at any time over the next 10 days, please seek medical attention immediately. If you experience symptoms at any time, you may not return to work until the first work day after the date that all of the following conditions are met:

- (a) At least five calendar days have passed since you first experienced symptoms; **and**
- (b) At least 24 hours have passed since your fever is resolved without the use of fever-reducing medication; **and**
- (c) Other COVID-19 symptoms are improving. (Per the CDC, loss of taste and smell

may persist for weeks after recovery and should not, by themselves, delay the end of isolation.)

When you return to work, you must take all of the following safety measures for 10 calendar days after your close contact:

- Monitor yourself (at least) daily for COVID-19 symptoms;
- Wear a face covering at all times while in NARA facilities;
- Avoid eating and drinking around others;
- Avoid dining facilities, gyms, and other areas of the facility where they may be unmasked around others; and
- Avoid being around others who they know are at high risk for severe disease from COVID-19.

You may stop wearing your face covering after fewer than 10 days if at least five days have past since you first experienced symptoms and your fever has resolved for at least 24 hours without the use of fever-reducing medication and you receive two sequential negative COVID-19 tests 48 hours apart.

If you are not experiencing symptoms of COVID-19 and you have **not** tested positive for COVID-19 in the past 30 days:

You should continue to work onsite as scheduled. You must take all of the following safety measures for 10 calendar days after your close contact:

- Monitor yourself (at least) daily for COVID-19 symptoms;
- Wear a face covering at all times while in NARA facilities;
- Avoid eating and drinking around others;
- Avoid dining facilities, gyms, and other areas of the facility where they may be unmasked around others; and
- Avoid being around others who they know are at high risk for severe disease from COVID-19.

If you are scheduled to work onsite or will have contact with the public as a part of your official duties in the next 10 days, you must take a COVID-19 test after five days. If you receive a negative test result, continue to follow the procedures listed above for the full 10-day period. If you test positive for COVID-19, you must self-isolate immediately and notify your supervisor.

If you experience symptoms at any time over the next 10 days, **do not come to work**. Please seek medical attention immediately and contact your supervisor when you are able.

If you are not experiencing symptoms of COVID-19 and you **have** tested positive for COVID-19 in the past 30 days:

You will continue to work onsite as scheduled. You must take all of the following safety measures for 10 calendar days after your close contact:

- Monitor yourself (at least) daily for COVID-19 symptoms;
- Wear a face covering and maintain six-foot physical distancing at all times while in NARA facilities; and
- Avoid eating and drinking around others.

If you experience symptoms at any time over the next 10 days, **do not come to work**. Please seek medical attention immediately and contact your supervisor when you are able.

Please contact your supervisor if you have any questions.

**Point of Contact:** If you have questions or comments, please contact the Occupational Safety and Health Program Office at [safety@nara.gov](mailto:safety@nara.gov).